

## STATEMENT OF PURPOSE, ACCOMPLISHMENTS AND PROGRAM OUTLOOK

### Personnel Procurement Division

#### 1. STATEMENT OF PURPOSE

The Personnel Procurement Division is responsible for providing a program of overt and covert personnel procurement which includes the development of recruitment sources and the procurement of qualified personnel to meet the Agency's staffing requirements.

#### 2. STATEMENT OF ACCOMPLISHMENTS

During several years of extensive experience in the procurement of civilian personnel for the Agency, no parallel of the scope or complexity of the Agency recruitment program has been observed in the field of private enterprise or Government, no other personnel program in business, industry or Government is required to furnish the variety of specialists called for in the execution of the Agency's mission, nor are the personal and professional limitations placed upon the individual duplicated in any other field of endeavor. These factors broadly presented may be broken down to a myriad of specific considerations involving security requirements; the demands of anonymity, the willingness of the individual to serve this Agency anywhere, at any time, and in any position or capacity for which the individual is qualified are but a few of the factors which complicate our personnel procurement efforts. The most significant development in the personnel procurement activity over the past year has been the change from an expansion-gearred recruitment program to one based almost exclusively on replacement of attrition. The stabilizing effect of this development has aided in refinement of recruitment procedures and in analysis and identification of problems involved in procuring specific categories of personnel always in demand in the Agency.

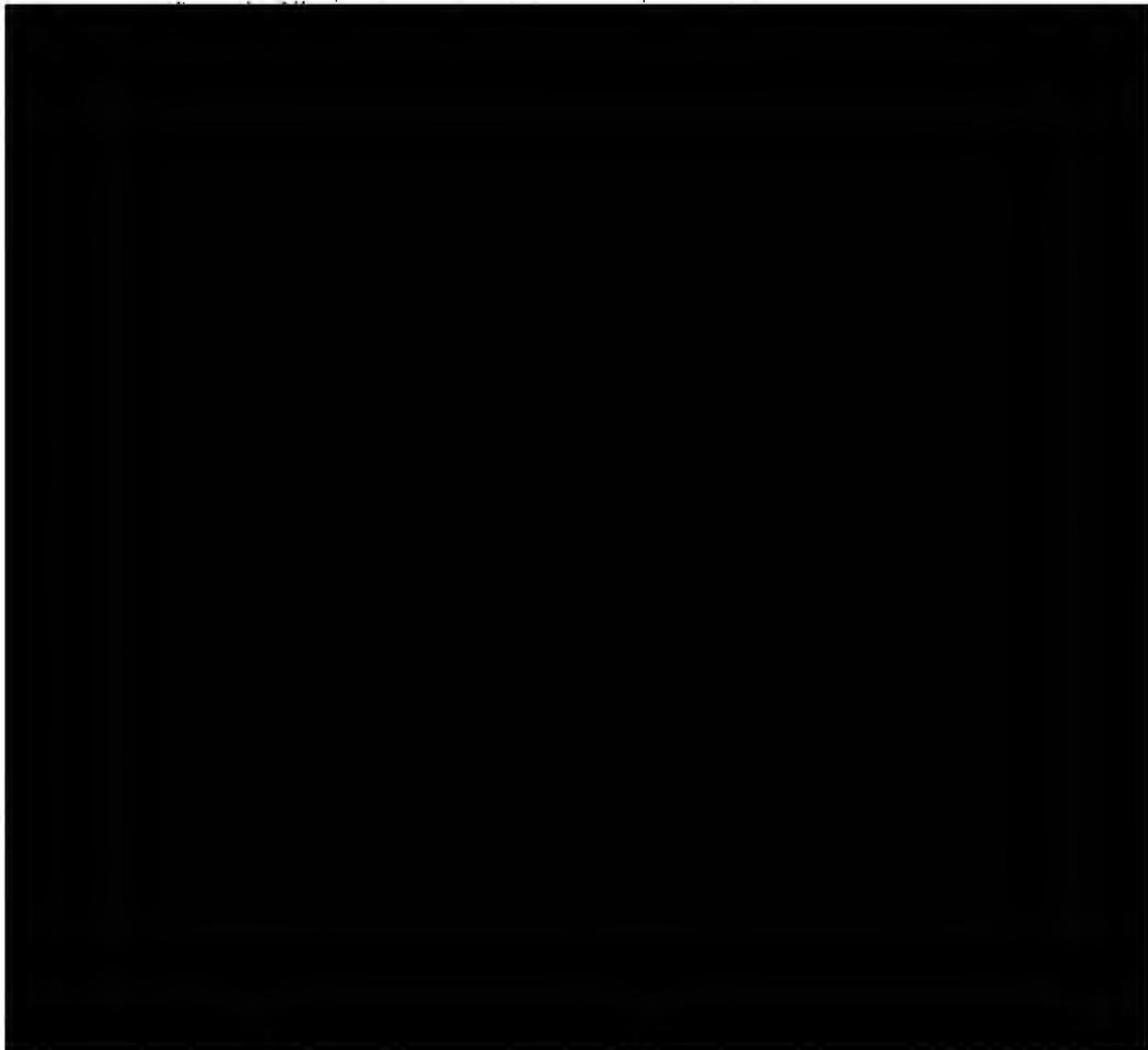
*When did  
this begin?  
what spec  
cat going*

In spite of the leveling off of requirements generally, clerical recruitment has continued at a fairly high level of activity due to the comparatively greater turnover in this category as compared with professional and technical personnel and to the continued scarcity of fully-qualified candidates who are interested in employment in the Washington area. The critical shortage in clerical applicants has been influenced by factors such as salaries, which are not overly attractive in a tight labor market, reluctance on the part of many young women to leave their home communities for Washington, and a generally poor press concerning employment opportunities and job security in Washington. Local prospects displayed considerable

interest in the finer points of working conditions; the excellent appointments of the Pentagon frequently were selected in preference to the probability of working in non-air-conditioned, temporary buildings which apparently have a reputation for over-crowding. However, the greatest deterrent to clerical recruitment continues to be the lengthy processing and clearance time. While this does not significantly affect the recruitment of candidates who are still in school, whose processing can be carried out while they are completing their education, we are many times unsuccessful in attracting experienced personnel who are interested in fairly immediate employment.

25X1A

25X1A



25X1A



### 3. STATEMENT OF PROGRAM OUTLOOK

Program plans for the foreseeable future are predicated upon servicing Agency-wide requirements, largely resulting from attrition, which have been identified and charted with reasonable accuracy. Consideration is being given to a plan for drawing upon other Agency personnel to assist the field recruitment staff on a temporary basis to meet emergency requirements. During peak months of recruitment, this plan could feasibly supply the Agency with necessary manpower which attrition estimates will exceed the expected product of regular recruitment effort. Numerous field services such as language testing, relatively unproductive source studies and the location and identification of individuals for purposes other than immediate employment which require considerable time and effort will be carefully re-evaluated with a view to restricting or curtailing those services which pertain to but do not consistently supplement productive recruitment.